Index to Volume VI

Editorials

Abbreviations 335
A Common Delusion..... 206
A Welcome Announcement..... 205
An Employer's Views..... 165
Bird's-Eye Reviews..... 126
Bravo Kelley!..... 206
By-Products of Time..... 5
Country vs. City Students..... 335
Greater Efficiency Demanded..... 205
Herbert Spencer's Views on Shorthand 239
Hoist on His Own Petard..... 166
How to Help..... 127
How to Make the Acquirement of Shorthand Easy 447
Learn Correct Methods..... 334
More By-Products of Time..... 45
Repetition Practice 293
Results of Competition..... 126
Shorthand and Brains..... 413
Shorthand Taught 137 A. D..... 125
Sympathy in Teaching..... 85
The American Institution of Commercial Schools 253
The Cincinnati Convention.....85, 167
The G. S. A. Convention..... 374, 334
The Importance of Work..... 85
The Indispensable Person..... 125
The "Little Things" Which Go to Make Up Perfection..... 373
The Magazine's Value..... 447
The Onlooker's Impressions..... 207
The Phrase Letters..... 45
The Prize Competitions..... 46
The Story of a Challenge..... 464
The Teaching of English..... 240
The Truth About the "Impromptu" Blackboard Exhibition.....315, 394
To Advertisers—and Others..... 86
To Our New Friends..... 5
Uniformity in Shorthand..... 294
Watch It Grow..... 207
What Am I Doing for Myself..... 448
Working Under Pressure..... 253

Typewriting Department

(A. Rosenberger and W. H. Howard, Editors.)

Advice to Students (H. T. Boulden) 462
A Letter Artistic..... 389
Answers 89
A Sequel to G. S. A..... 51
Care of Typewriter..... 51
Compound Words 311
Criticisms 390
Death of Mr. Rosenberger..... 229
Decorative Typewriting 428, 429
Expert Typewriting 91
Figure and Upper Case Drills..... 461
From Sight to Touch..... 273
How to Pass the Civil Service Examination 389
Interesting Figures 131
Introductory 271
King Menelik's Typewriter..... 352
Letters of Application.....311, 349
Letter Writing 89, 129, 169, 227
Marginal Division of Words..... 427
Municipal Tabulation 228
New Typewriting Records..... 273
Opportunities of the Civil Service.. 427
Putting on Typewriter Ribbons..... 91
Questions and Answers..... 228
Quick Work 352
Railroad Tabulation 89
Starting in Typewriting (Marie Thede) 48
Smith Premier Progress..... 131
The Care of the Typewriter..... 9
The Civil Service Question..... 9
The Smith Premier Ribbon Device. 171
Typewriting Program 271
Typewriter Talk 391, 427, 463
Typewriting Contests..... 131
Typing a Postal Card..... 50
Typewriting Plates,
50, 90, 130, 170, 228, 272, 312, 350, 428

Learners' Department

(Pearl A. Power, Editor.)

For Your Bright New Year..... 133
How to Become a Shorthand Reporter 262
Looking Backward and Forward. 13
Nicety of Execution..... 455
One Hundred Test Review Words 216
Our Change of Address..... 135
Phrase Writing 94
Questions and Answers..... 175
Speed and Reviews..... 216
The Test Words 262
The Vocabulary Words 262

LESSON PLATES

First, 15-302; second, 16-303; third, 17-304; fourth, 55-342; fifth, 56-343; sixth, 57-382; seventh, 95-382; eighth, 96-422; ninth, 97-423; tenth, 135-456; eleventh, 136-457; twelfth, 137; thirteenth, 174; fourteenth, 175; fifteenth, 176; sixteenth, 214; seventeenth, 215; eighteenth, 216; Vocabulary, 217, 263, 264, 265.

English Department

(Frances Effinger-Raymond, Editor.)

About Business Women..... 139
A Critical Period..... 452
"Across the Alps Lies Italy"..... 417
Americanisms 300

MAY 1 1905

Index to Volume VI

Editorials

Abbreviations 335
A Common Delusion..... 206
A Welcome Announcement..... 205
An Employer's Views..... 165
Bird's-Eye Reviews..... 126
Bravo Kelley!..... 206
By-Products of Time..... 5
Country vs. City Students..... 335
Greater Efficiency Demanded..... 205
Herbert Spencer's Views on Shorthand 239
Hoist on His Own Petard..... 166
How to Help..... 127
How to Make the Acquirement of Shorthand Easy 447
Learn Correct Methods..... 334
More By-Products of Time..... 45
Repetition Practice 293
Results of Competition..... 126
Shorthand and Brains..... 413
Shorthand Taught 137 A. D..... 125
Sympathy in Teaching..... 85
The American Institution of Commercial Schools 253
The Cincinnati Convention.....85, 167
The G. S. A. Convention..... 374, 334
The Importance of Work..... 85
The Indispensable Person..... 125
The "Little Things" Which Go to Make Up Perfection..... 373
The Magazine's Value..... 447
The Onlooker's Impressions..... 207
The Phrase Letters..... 45
The Prize Competitions..... 46
The Story of a Challenge..... 464
The Teaching of English..... 240
The Truth About the "Impromptu" Blackboard Exhibition.....315, 394
To Advertisers—and Others..... 86
To Our New Friends..... 5
Uniformity in Shorthand..... 294
Watch It Grow..... 207
What Am I Doing for Myself..... 448
Working Under Pressure..... 253

Typewriting Department

(A. Rosenberger and W. H. Howard, Editors.)

Advice to Students (H. T. Boulden) 462
A Letter Artistic..... 389
Answers 89
A Sequel to G. S. A..... 51
Care of Typewriter..... 51
Compound Words 311
Criticisms 390
Death of Mr. Rosenberger..... 229
Decorative Typewriting 428, 429
Expert Typewriting 91
Figure and Upper Case Drills..... 461
From Sight to Touch..... 273
How to Pass the Civil Service Examination 389
Interesting Figures 131
Introductory 271
King Menelik's Typewriter..... 352
Letters of Application.....311, 349
Letter Writing 89, 129, 169, 227
Marginal Division of Words..... 427
Municipal Tabulation 228
New Typewriting Records..... 273
Opportunities of the Civil Service.. 427
Putting on Typewriter Ribbons..... 91
Questions and Answers..... 228
Quick Work 352
Railroad Tabulation 89
Starting in Typewriting (Marie Thede) 48
Smith Premier Progress..... 131
The Care of the Typewriter..... 9
The Civil Service Question..... 9
The Smith Premier Ribbon Device. 171
Typewriting Program 271
Typewriter Talk 391, 427, 463
Typewriting Contests..... 131
Typing a Postal Card..... 50
Typewriting Plates,
50, 90, 130, 170, 228, 272, 312, 350, 428

Learners' Department

(Pearl A. Power, Editor.)

For Your Bright New Year..... 133
How to Become a Shorthand Reporter 262
Looking Backward and Forward. 13
Nicety of Execution..... 455
One Hundred Test Review Words 216
Our Change of Address..... 135
Phrase Writing 94
Questions and Answers..... 175
Speed and Reviews..... 216
The Test Words 262
The Vocabulary Words 262

LESSON PLATES

First, 15-302; second, 16-303; third, 17-304; fourth, 55-342; fifth, 56-343; sixth, 57-382; seventh, 95-382; eighth, 96-422; ninth, 97-423; tenth, 135-456; eleventh, 136-457; twelfth, 137; thirteenth, 174; fourteenth, 175; fifteenth, 176; sixteenth, 214; seventeenth, 215; eighteenth, 216; Vocabulary, 217, 263, 264, 265.

English Department

(Frances Effinger-Raymond, Editor.)

About Business Women..... 139
A Critical Period..... 452
"Across the Alps Lies Italy"..... 417
Americanisms 300

MAY 1 1905

Index to Volume VI—Continued

An Open Letter..... 103
Character Building 257
Coherency 61
Colloquial English 259
Common Errors..... 102
Commercial Jargon 209
Corelation 140
Errors Made by Magazine Writers. 181
Essentials 179
Everyday Difficulties 376
Foreword 21
"His Words Are Loose"..... 376
Law Terms 296
Nouns as Adjectives..... 300
Oliver Twist Wants More Punctuation Paragraphs 141
Our Letters 378, 419
Pointers 141
Pronouns Incorrectly Used..... 102
Punctuation Paragraphs 100
Questions and Answers,
.....22, 62, 179, 180, 256, 258, 209, 339
Shall and Will.....102, 380
Some Misused Words..... 211
"Speak the speech, I pray you, as I pronounce it!"..... 339
The Color of Business Stationery.. 103
The Mistakes We Make..... 180
The Teacher of Spelling..... 336
Timidity vs. Self-Reliance..... 296
Titles with Proper Names..... 180
Twenty Lessons in Correspondence,
.....258, 259, 296, 298, 338, 378
To the Beginner..... 22
To the Teacher..... 21
Who or Whom..... 300
Why Teach English..... 139

Spanish Department

(Camilo E. Pani, Editor.)

Editorials: 27, 69, 109, 149, 189, 235, 277, 317, 359, 397, 431, 469.

Shorthand Plates: 28, 70, 110, 150, 190, 278, 318, 358, 398, 432, 470.

Keys to Shorthand Plates: 26, 69, 109, 151, 189, 235, 279, 318, 359, 397, 431, 471.

Translations: 28, 71, 109, 151, 191, 235, 279, 318, 359, 398, 431, 471.

Lessons in Shorthand Penmanship

(George S. McClure, Editor.)

Day Dreamings 321
Figure Writing 473
Important Little Things..... 401
Phrase Writing 433
Rapid Transition Between Outlines. 281
Speed in Shorthand..... 361

Plates on pages 22, 64, 66, 105, 106, 107, 143, 144, 145, 193, 194, 237, 238, 282, 283, 321, 322, 361, 362, 401, 402, 433, 434, 473, 474.

Advertising the School

(Rupert P. SoRelle, Editor.)

Advertising Instruction 230
Advertising Literature..... 113
School Advertising in Chicago..... 31
The Inquirer 72
The Social Side..... 152

Questions and Answers

307, 344, 386, 425, 459.

Portrait or Sketch

Bartlett, C. M..... 178
Berg, Ada U..... 346
Davis, W. O..... 185
Dixon, R. V..... 20
Dudley, A. W..... 355
Evans, Helen W..... 111
Harmon, J. Lewie..... 226
Heaney, A. S..... 225
Miller, Clara 218
Mueller, D. D..... 224
Neahr, J. E..... 186
Norman, E. H..... 269
Pani, Camilo E..... 7
Soby, John F..... 229
Spencer, Robert C..... 182
Van Sant, A. C..... 352
Wade, J. M..... 51
Yocum, H. G..... 396
Zaner, C. P..... 184

Convention Reports and Items

Anent the Shorthand Program..... 29
A New Association (Grand Rapids) 405
Central Commercial Teachers' Association Convention.....353, 399
Convention Condensations.....178, 191
Eastern Commercial Teachers' Meeting 269, 305
G. S. A. Convention,
.....274, 310, 335, 374, 392
Kansas Teachers' Convention..... 240
National Shorthand Teachers' Association 183, 223, 267
Program of National Shorthand Teachers' Association 60
Program of National Commercial Teachers' Federation..... 107
The Reporters' Convention..... 468
The Social Side..... 188

Miscellaneous

About Our Friends.....25, 71, 145
About Striking Back..... 235
Always in Demand..... 32
A Live Exhibit..... 460
A Patchwork Plate (Key)..... 274
A Reporter's Mental Discipline.... 346
A Stupid Policy..... 69

Index to Volume VI — Continued

A Successful School..... 51
A Successful Student..... 392
A Successful Teacher (R. V. Dixon) 20
An Encouraging Report..... 20
An Interesting Letter (G. W. Brown) 426
As Others See It..... 181
A Talk with Students (H. L. Allen) 393
Bartlett's Commercial College, Cincinnati 112
Energy Extraordinary 269
Good Advice 274
High School Contests..... 284
Herbert Spencer's Views on Shorthand 239
How to Make a Thorough Student in Shorthand (M. E. Austin).... 453
How to Use the Gregg Writer in the Classroom (Mary E. Livezey)... 430
Indiana Business College..... 325
Key to German Letter..... 218
Methods of Shorthand Practice.... 352
Methods of Teaching (Allan E. Herrick) 141
Muscular or Finger Movement—Which? 171, 222
O'Grady and the Job..... 181
Our Annual Roll of Honor.....241, 309
Personal Appearance..... 135
Popular Jack Soby (Portrait and Sketch) 229
Power of Punctuation..... 437
Prize Contests (H. G. Yocum).... 396
Proper Names 279
Reply to Leadpencil Test..... 56
Schools and Teachers.....359, 382
Scores "Impromptu"..... 394
Shorthand and Figures (H. G. Healey) 264
Shorthand Reviews and Examinations (W. H. Howard)..... 67
Shorthand Writing in German..... 218
Sign Your Letters..... 95
Still Expanding..... 460
St. Louis Exposition.....394, 406
Stenographers in Demand.....91, 273
Study the Principles..... 319
Suggestions for Advanced Students (R. O. Waldron)..... 471
Take the Bit in Your Teeth..... 438
Thanks, Mr. Brown..... 60
The Calf-Path..... 333
The Educated Man..... 437
The Greatest Problem..... 63
The Hopeful Worker..... 325
The New Stenographer..... 195
T. P. Scully a Benedict..... 392
235 Words a Minute—How it Was Attained (R. P. Kelley)..... 98
Value of Good Stenographers..... 75
Value of Penmanship Drills..... 67
What's the Use?..... 57

Shorthand Plates

American Unity (Emerson)..... 280
A Patchwork Plate of Shorthand... 275
Breaking the News Gently..... 360
Business Letters,
26, 52, 64, 92, 104, 142, 148, 168, 172, 192, 212, 348, 364, 395, 415, 416, ...420, 454
Chats with Office Workers..... 472
Electro-Magnetism 220, 221
Emerson on Newspaper Reading... 234
Emulation 255, 256
Gems of Thought..... 33
Genius Allied to Melancholy..... 347
Grit and Determination..... 400
How an Advertisement Should Be Written 449, 450
How to Become a Shorthand Reporter 375, 376
Initiative as a Factor of Success.... 276
Legal Correspondence 230, 314, 336
Phrase Letters,
.....58, 59, 177, 266, 306, 344, 384, 424
Pointers for the Stenographer..... 340
Poor Richard, Jr.'s., Philosophy.115, 233
Railroad Correspondence,
.....270, 295, 296, 320, 388
Reading Back Your Notes..... 435
Some Pointers About Getting Up Speed 132
Stray Thoughts from Ruskin..... 146
Teaching That Does Not Teach..47, 48
The Character of Jefferson.....30, 72
The Character of Benjamin Franklin 208
The Effect of Neatness in Correspondence 260
"The Man Who Gets Things Done". 8
The Road to Success..... 138
To Young Men Beginning Business (G. B. Cortelyou)..... 128